



77-881^{Q&As}

Word 2010

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QUESTION 1

You work in an office and you are assigned with the task of preparing the yearly sales report. You want the data to be displayed month wise and other persons easily compare the sales in different months. What will you do to accomplish the task?

- A. Make a table.
- B. Insert a SmartArt.
- C. Make a chart.
- D. Insert a building block.

Correct Answer: C

QUESTION 2

Sam prepares a document. He inserts some tables in it. In one table, Sam wants to combine four cells into a single cell. What should he do to accomplish the task?

- A. Use Merge Cells option.
- B. Use Banded Columns option.
- C. Use Split Table option.
- D. Use Split Cells option.

Correct Answer: A

QUESTION 3

John works in an office and he is assigned with the task of preparing a document. He wants to shift the first line of all the paragraphs to the right. What should he do to accomplish the task?

- A. Apply Left Indent.
- B. Apply First Line Indent.
- C. Apply Right Indent.
- D. Apply Hanging Indent.

Correct Answer: B

QUESTION 4

What technique will you use to give the professional look to overall document?



- A. Create a Quick Style.
- B. Create a template.
- C. Create a theme.
- D. Change the look by formatting.

Correct Answer: C

QUESTION 5

You work as an Office Assistant for BlueSoft Inc. You use Microsoft Word 2010 for the official work. You have prepared the monthly sales report of your company. You want to protect the report with a password so that only the authorized people can open the report. Which of the following actions will you perform to accomplish the task?

- A. Encrypt the document.
- B. Inspect the document.
- C. Add a digital signature.
- D. Mark the document as final.

Correct Answer: A

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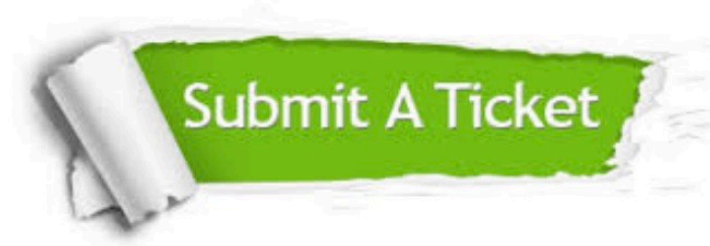
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